



STATE OF INDIANA
OFFICE OF THE GOVERNOR

State House, Second Floor
Indianapolis, Indiana 46204

Mitchell E. Daniels, Jr.
Governor

TO: ALL APPOINTING AUTHORITIES

The following is a list of the 2010 state holidays and the dates on which they will be observed:

New Year's Day	Friday	January 1, 2010
Martin Luther King, Jr. Day	Monday	January 18, 2010
Good Friday	Friday	April 2, 2010
Primary Election Day	Tuesday	May 4, 2010
Memorial Day	Monday	May 31, 2010
Independence Day	Sunday	July 4, 2010**
	Monday	July 5, 2010*
Labor Day	Monday	September 6, 2010
Columbus Day	Monday	October 11, 2010
General Election Day	Tuesday	November 2, 2010
Veterans' Day	Thursday	November 11, 2010
Thanksgiving Day	Thursday	November 25, 2010
Lincoln's Birthday	Friday	November 26, 2010
Washington's Birthday	Thursday	December 23, 2010*
	Friday	December 24, 2010**
Christmas Day	Friday	December 24, 2010*
	Saturday	December 25, 2010**

* Operations regularly scheduled Monday – Friday.

** Operations regularly scheduled on Saturday/Sunday.

All full-time, part-time and hourly employees occupying permanent positions must be compensated for all holidays listed above. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed. Employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Full-time, part-time or hourly employees occupying permanent positions who are not scheduled to work on the dates listed above, and who do not work, shall receive holiday pay equal to one-tenth of their base biweekly salary or may elect to be credited with compensatory time off, subject to the approval of the state. Employees occupying permanent full-time, part-time or hourly positions who do work on the holiday are entitled to payment for the hours worked and to the option of either payment equal to one-tenth of their base bi-weekly salary or compensatory time off for the holiday at the employee's discretion. Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.

PLEASE DISTRIBUTE A COPY OF THIS MEMORANDUM TO ALL YOUR EMPLOYEES.


